BRIDGE TO EMPLOYMENT

# BTE Site Webpage Training

**2023**

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# Overview

- Site Administrator Responsibilities

- How to Update the Website: Demo & Guide

- Practice Assignment

- Questions

# Site Admin Responsibilities

**To keep the site page up to date with information and news coming from the BTE site (ideal frequency: monthly)**

- Examples:
  - Update Calendar of Events
  - Share photos, interesting site news/stories- keep others interested and engaged in your BTE site
  - Feature BTE activities

# How to Update Your Site Page: Demo & Guide

- Log into the website

- Use site URL to navigate to your site page

- You can also go directly to [www.bridge2employment.org](www.bridge2employment.org) and search for your site.

- Make edits as required/desired (Refer to Site Pages Training Guide or Video)

- Your participants, partners, and students' parents can access the Private view of your Site Page by visiting your site's unique URL, provided by FHI 360.

# Practice Assignment

Once you've watched the training video, do the following:

1. Add one (1) upcoming event to the calendar on your site page

For Later:

2. Add news story about kick off event

3. Add events for upcoming months

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# Questions?

You can always contact us at
bte@fhi360.org, or any of the staff you
are usually in contact with



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